



Marketing & Engagement Intern Job Description

Aleron has an exciting opportunity for a Marketing & Engagement Intern. The Marketing & Engagement Intern will assist with support of social media channels, blogs, email campaigns, sales materials, and internal communications.

Essential Duties (not necessarily in order of importance):

- Assist with PowerPoint presentations
- Conduct market research, including target audiences and competitors
- Assist with Aleron's social media channels, including LinkedIn, Facebook, Twitter, Glassdoor, Instagram, etc.
- Support internal corporate communications on a project-by-project basis
- Assist with expense reports
- Update corporate intranet
- Assist with digital marketing, website maintenance/analytics, and blogs
- Update branding efforts, including supplier registrations
- Assist with proposals –printing/binding
- Assist with company events and sponsorships

Required Skills/Qualifications:

- 1 year of experience in MS Word, PowerPoint, and Excel

Preferred Skills/Qualifications:

- Excellent communication skills, both oral and in writing
- Must have the ability to multi-task and work effectively under pressure.
- Must be able to work independently and must present a positive and professional image.

Additional Information:

About Aleron:

Since 1957, Aleron (formerly Superior Group) companies have been relied on to deliver end-to-end workforce and business solutions underpinned by our consultative, proactive approach. Aleron companies—including Broadleaf Results, Superior Talent Resources (operating as Superior Group), Superior Design Co., Superior IT Innovations, and others—are unified by a common vision: connecting people and business in ways that change lives. As the backbones of our organization, Aleron Shared Resources employees are critical and highly valued for their expert, cross-company support.